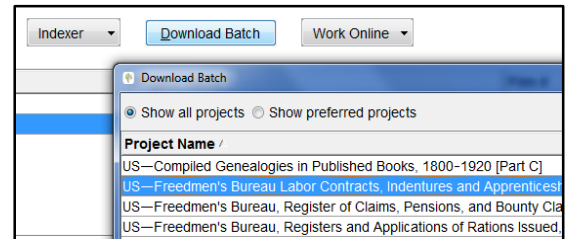


Indexing Freedmen's Bureau Records

Download a Batch

Once you have downloaded the free FamilySearch indexing software:

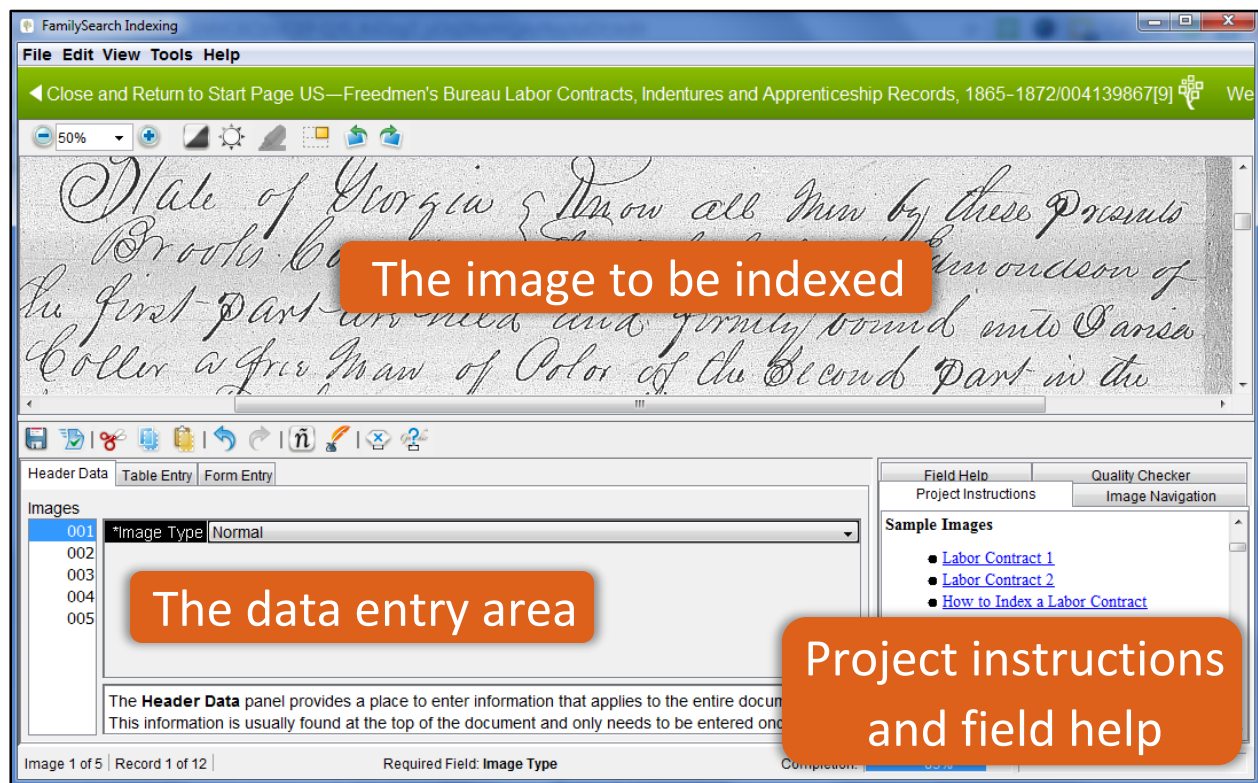
1. Open the program, and sign in.
2. Click **Download Batch**.
3. Select **Show All Projects**.
4. Look for projects that begin with "US—Freedmen's Bureau."
5. Select a project, and click **OK**.



Note: If you still need to download the indexing software, visit [FamilySearch.org/indexing/get-started-indexer](https://www.familysearch.org/indexing/get-started-indexer).

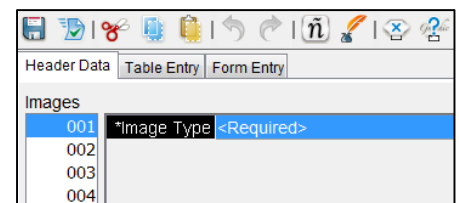
How to Index a Batch

When first opening a batch, you'll see the following:



To index the batch:

1. In the Image Type field, indicate whether each image should be indexed. Select **Normal** if the image should be indexed. Use the image examples and information in the project instructions to help you decide.
2. Press **Tab** to continue to the next image, and then repeat the process for each image in the batch. After selecting the image type for the final image, press **Tab** to continue to the data entry area.



- In the data entry fields, type the names, dates, and additional information from the image. The field labels (Given Names, Surname, and so on) and field helps explain what should be typed in each field.

The screenshot shows a data entry interface. At the top, there is a snippet of a handwritten document in cursive script. Below it is a toolbar with various icons for editing and navigation. The main area contains a table with the following data:

Image-Record	Employer's Surname	Employee's Given ...	Employee's Surname	Second Em
01 - 01	Anderson	Darisa	Collier	Stephen
02	Anderson	Peter	Collier	Hannah
03	Anderson	Jemima		
02 - 01	Anderson			

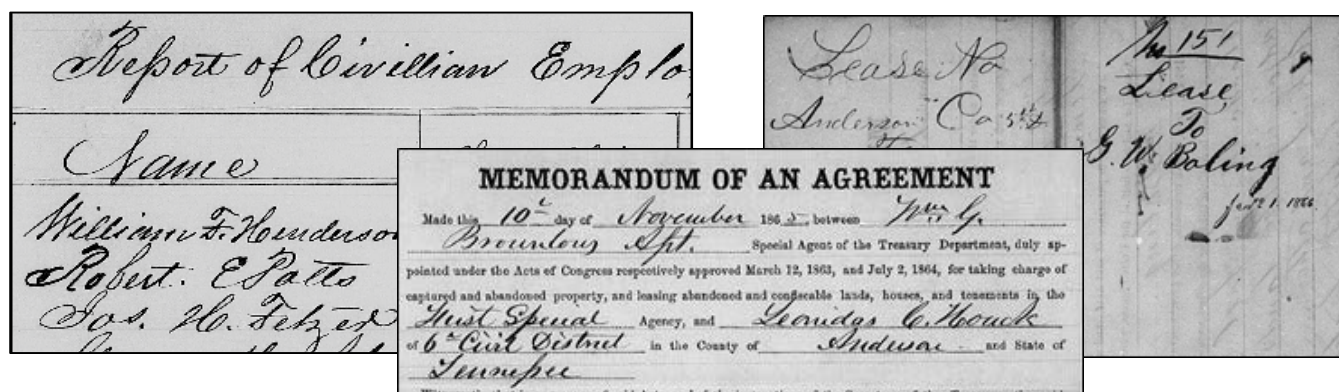
On the right side, there is a sidebar with tabs for "Project Instructions", "Image Navigation", "Field Help", and "Quality Checker". The "Field Help" tab is active, showing a section titled "Employee's Given Names" with the instruction: "In this field, index the name of the first employee".

Three Things to Know before You Begin


- There are many different types and formats of records in these projects.**

Look through all the images in the batch to get a feel for how the documents are organized. In these projects, you'll see labor contracts, court records, complaints, land records, school records, and more. The project instructions will explain what should be indexed and how it should be indexed.

Here are a few examples of documents:



- Index all the individuals named in each document in the order they were named except for the bureau administrators.**

You'll often need to add records in the data entry area to index each individual named in each document. Click the **Add a record for this image**  icon to add more records. In most projects, each individual will be indexed in a separate record. Review the project instructions in each project for additional guidance in what to look for.

Do not index the names of bureau officers, commissioners, and administrators. They are usually identified by a job title or rank written next to their names or by their names appearing on multiple documents. (However, note that not all people identified with a rank were bureau administrators.)

J W Leath has hired Moses Leath & wife Harriett for this year and agree to give them one hundred & fifty dollars for their services this year and furnishes Moses two suits of clothes the wife furnishes herself & children and if said Leath furnishes any of them it is to be taken from their wages

Stamped

J W Leath
~~W B Dipton~~ Supt of Dis
 for Over County Tenn

In the example above of a labor contract, the names **J W Leath**, **Moses Leath**, and **Harriett** should all be indexed. The signature below J. W. Leath's at the bottom is of a bureau administrator and should not be indexed.

Sarah Johnson
 Mary Dennis &
 Geo H Harmon
 Agst
 Teagle H Taylor

No. 125

Complaint for short Rations
 and food badly cooked

This example of a complaint shows multiple individuals listed as making the complaint (Sarah Johnson, Mary Dennis, and Geo H. Harmon), as well as the person the complaint is against (Teagle H. Taylor). All these names should be indexed.

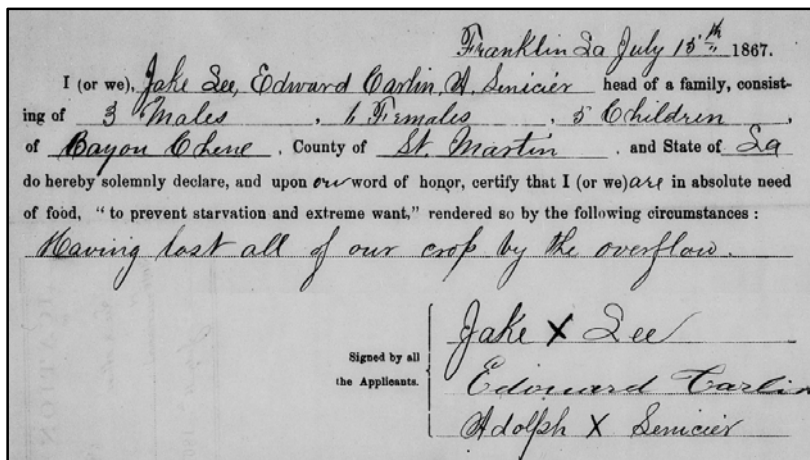
3. **If an image does not include names to index or if it shows only documents that do not match the record type for the project, select No Extractable Data Image in the Image Type field.**

If there are no names on a document or if the only names on the document belong to bureau officers, commissioners, and administrators, there is no need to index other types of information, such as dates and places. Additionally, some images may show only documents that are the wrong type of document for that project. Any image marked as a No Extractable Data Image will be reviewed and, if necessary, assigned to another project.

Deciphering Handwriting

Some of the handwriting may be difficult to read. Use the following tips to help you decipher difficult handwriting.

1. **Study the handwriting on the images.** Other names and locations may use the same letters and be easier to decipher. You can look at the previous and next images for more handwriting to compare.
Note: Use the previous and next images only for reference; don't index information from them.

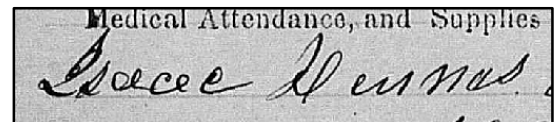
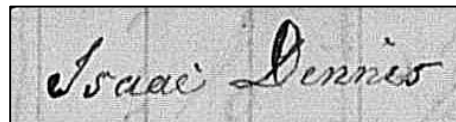


In this example from Louisiana, Jake's surname could be read as "See." Review the entire document to see what other clues the handwriting gives. Is the name really "See"? Additionally, the document includes another reference to "A. Senicier" with a more complete name. Can you find it?

The names on this document would be indexed as **Jake Lee, Edward Carlin, and Adolph Senicier.**

2. **Review all versions of names.** The same name may be written more clearly elsewhere on the same, previous, or next image. Review the documents to find all places where the name may be written. *(Note: Names should be indexed as they appear on each image. Names from previous and next images can help you decipher a name on the current image, but additional information on other images should not be combined with the current image.)*

"Isaac Dennis" is clear when written on one image, which helps us read the name of the



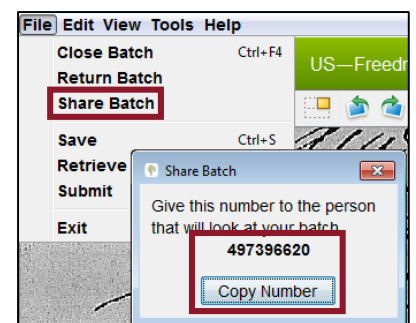
same person on the next image. In this case, the name would be indexed as **Isaac Dennis** for both images.

3. **Review additional handwriting examples.** Click the **Handwriting Help**  icon in the indexing program, or visit the Handwriting Helps page at FamilySearch.org/indexing/help/handwriting for more handwriting help.

4. **Use wildcards for unreadable letters.** If you can read some letters in a name, but not all of them, index the letters you can read, using the following characters to replace the unreadable letters.

- a. Use a question mark (?) in place of one unreadable letter.
- b. Use an asterisk (*) in place of multiple consecutive unreadable letters.

5. **Get a second opinion.** Ask a friend to help using the Share Batch feature.
 - a. Click **File**, and then click **Share Batch**.
 - b. Copy the number, and send it to a friend to review.
 - c. Instruct the friend to open the indexing program, click **File**, click **View Shared Batch**, and then enter the number you provided. The friend will be able to see what you have indexed but cannot save any additional information.



6. **Return the image for someone else to index.** If you can't make out the information on the image but think someone else might be able to:

- a. Click **File**.
- b. Click **Return Batch**.
- c. Select **Give to Other Indexers**.

